



Office Administrator - Job Description

Reports to: Principal

Pay grade range: F 6-7

Summary:

The Office Administrator will lead a wide range of administrative processes within the school. They will ensure the smooth operating of the school on a day to day basis and be a key conduit to the Principal of the school.

Main Responsibilities:

- Producing documents: Produce a wide range of detailed complex or specialist documents sometimes initiating change and where appropriate, provide guidance to less experience colleges in the production of documents to ensure the needs of the school team are met.
- Filing and retrieving documents: Co-ordinate, operate and set up a wide range of routine and complex filing and retrieval systems sometimes initiating change and providing specialist advice for the school team to ensure and efficient record management system and compliance with data protection requirements.
- Record keeping: Collate and maintain a wide and complex range of manual and computerised records/management information systems providing guidance to others to meet agreed service standards and support efficient school management.
- Provide clerical and other support and guidance to service users. Provide administrative support and guidance on a wide range of issues to meet school's administrative requirements.
- Assist in gathering data and financial information to support the preparation and monitoring of the school budget and business plan to assist the headteacher and governors in making financial decisions. Process requisition and PO procurement.
- Manage employee absence records, reports and arrange cover in accordance with policies and procedures so that service delivery is maintained.
- Operate uniform/snack/other sales within agreed policies and procedures to meet school requirements.



- Handling enquiries and queries and undertaking reception duties. Handle a wide and complex range of detailed issues referred by other colleagues and service users often providing a point of contact for service user feedback of a specialist nature to meet service standards. Deal with standard and complex reception visitor matters to meet service standards.
- Dealing with formal correspondence. Sort, refer, monitor progress and respond to formal correspondence to ensure the school's standards and business requirements are met.
- Assist with pupil welfare such as first aid, school trips, events, liaising with appropriate service users within agreed policies and procedures to meet the needs of the school.

General Responsibilities:

- Deliver, promote and support good practice in relation to equality, diversity, safeguarding and prevent duties
- Promote and maintain a safe and healthy working environment and be responsible for own health and safety
- Promote and ensure own compliance with the requirements of the General Data Protection Regulations 2018
- Adhere to the guidance of Keeping Children Safe in Education.
- Undertake any other duties and responsibilities commensurate with the level of post as required.



Person Specification:

Criteria	Essential or Desirable
NVQ Level 2 or equivalent in a relevant subject and/or substantial amount of work experience in a relevant organisation (preferably a school).	Essential
Appropriate level of literacy and numeracy.	Essential
Appropriate level of IT and keyboard skills.	Essential
Health and safety awareness.	Essential
Appropriate level of data protection, security and confidentiality awareness.	Essential
Working towards appropriate relevant qualifications in specialist area.	Desirable
Understanding of corporate equality standards and diversity issues and impact in immediate work and service area.	Desirable
Experience of guiding and assisting less experienced colleagues.	Desirable